STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
JANUARY 26, 2005

ATTENDEES:

Jim Roggero, Chair	Jill Drennen	Cliff Gronauer	Dave Schulte
Gary Lyndaker, Vice-Chair	Jeff Falter	Hayden Hill	Steve Siegler
Dan Ross	Richard Gerling	Gina Hodge	DeWayne Sprenger
Steve Adams	Rob Gourley	Ryan Lanclos	Mike Wankum
Harold Burnette	Kay Dinolfo	Larry Lueckenhoff	Jim Weber
Chip Byers	Jill Drennen	J. Rick Mihalevich	Chris Wilkerson
Todd Craig	Jeff Falter	Scott Peters	Scott Willett
David Crain	Richard Gerling	Mike Miller	Paul Wright
Kay Dinolfo	Rob Gourley	Ray Pope	Doug Young

NOT IN ATTENDANCE:

Jon Beck	Joanie Schwartze	Bob Meinhardt
Greg Burris	George Hagedorn	Amy Niedergerke
Ralph Caruso	Russell Helm	Cindy Renick
Don Drueger	Don Lloyd	Jon Rickman
Tim Dwyer	Gretchen Lockett	Thomas Smith
Steve Earney	Theresa Luebbering	Tony Spicci
Stacy Gillmore	Mark Mabe	Mary Willingham

Jim Roggero called the meeting to order at 8:30am.

PRESENTATIONS:
1. ITAB Recognition (Dan Ross/Jim Roggero)
   Jim Roggero asked Jim Weber to come up front and thanked him for all the time and effort that he has put into ITAB. Dan Ross presented Jim Weber with a plaque for his dedication as past Chair of ITAB. Jim Weber also presented a plaque of appreciation to Carolyn Cook, for her support and work with the ITAB.
2. Missouri IT Recognition Awards (Dan Ross/Jim Roggero/Tom Stokes)
   Dan Ross, Steve Adams, and Tom Stokes presented the Missouri IT Recognition Award, for the Missouri Children's Division Comprehensive DCN History Report Project, to the following individuals from the Department of Social Services: Corey Heislen., Jan Schneider, Ruth Eggemeyer, Christy Bullock, Randall Wagner, Missy Phillips, Mark Finnell, Art Luebbering, Lesley Pettit (not present).
3. Presentation of Project Management Certification (Dan Ross/Tom Stokes)
   Dan Ross and Tom Stokes presented certificates to the following individuals, for completion of the Project Management exam: Bernard Collier (OA/DIS), Kerry Evans (DNR-not present), Larry Henderson (DOR), Tom Hoer (DNR), Bonnie Kliethermes (DOLIR-not present), Diane Luebbering (DOR), Kathy Mantle (DOR), Kevin Martin (DOR), Rick McFarland (DNR), Chris Mertens (OA/DIS), Sandy Smith (DNR), Randall Sullens (DOR), Laura Teasley (DNR-not present).
4. Presentation of MODOT Project Management Certification (Dan Ross/Jim Roggero/Tom Stokes)
   Tom Stokes presented certificates to the following individuals from the Missouri Department of Transportation, for completion of the Project Management exam: Tony Lutz (not present), Gregory Lay, Chris Mabrey, David Oliver, Dianna Silvester, Lisa Elliott (not present), Madalynn Bell, Marilyn Budde, Rita Fester, Barbara Barnard, Laura Branstetter, Frank Senter, Danny Rosenbohm.

ACTION ITEMS:
1. Approval of November 17, 2004 Information Technology Advisory Board Meeting Minutes –
   Minutes from the November 17 meeting were presented for approval. Jim Weber made the motion to approve the minutes and Paul Wright seconded the motion. Minutes were approved unanimously.

GENERAL BUSINESS:

Unless required by business needs, there will be no all day meetings. Future meetings will begin promptly at 8:30am and end at 11:30am.

Jim Roggero asked everyone to introduce themselves, for the benefit of Dan Ross and others.

1. CIO Discussion (Dan Ross)
   Dan Ross greeted everyone and stated that he is looking forward to working with the ITAB. Dan would like for everyone to work together as partners.
   - WebSearch – Is moving forward and a decision is forthcoming. The first year will be funded for everyone by OA.
   - PC Bulk Buy – There is currently a 60 day buying period, which will be followed by another 60 day buying period.
   - Continuity of Operations Government – SEMA has the funding to provide this planning to all agencies and is currently working on a contract.
   - IT Expenditures Reporting – Debbie Tedeschi asked that everyone keep working on the standard set of function codes, so that IT expenditures can be categorized properly.
   - IT Successes and Marketing – The marketing firm, Media Cross, has been asked to schedule interviews with the agency CIOs, to begin collecting information for the IT marketing program. Dan Ross encouraged everyone to respond to these requests.
   - Meta Contract – Will expire at the end of June. To continue this type of service, an RFP will need to be developed and a contract established. If anyone is interested in assisting in this process, please contact Debbie Tedeschi.
   - State Information Sharing – A consultant will be helping us with a project to identify the opportunities for information sharing both within departments and across departments. This is to give us a statewide view of the computer systems required to support state business functions.
   - CRM – Will be taking on the task of identifying how to integrate client relationship management across state departments and support it with analytics and reporting capabilities.
   - Software Piracy – Please report annually!
   - Environmental Scan Document – Dan Ross requested that the CIOs and Directors complete a document which will enable him to have a better understanding of each agency's activities. Dan reviewed the document with those present. If there are further questions, please contact Dan. The document should be completed and sent to Mary Luebbert within two weeks.
2. ITAB Chair Update (Jim Roggero) – Jim Roggero stated that in the near future the ITAB will need to focus on goals for the year. Completing the document that Dan has handed out will aid the ITAB in creating a strategic plan and help develop goals and objectives for the future. Jim further stated that the sharing of information between agencies continues to be a very important part of our future.
3. IT Legislative Tracking – The legislative tracking from 2004 is posted on the website. The same will be done for 2005. This tracking has been very valuable in helping eveyone to stay apprised of legislative activity and its impact on state agencies. The ITAB finds the tracking helpful and would like to see it continue. If anyone has any additions for the website, they are to contact Debbie Tedeschi.
4. Members Only Log-in – The password has changed. Debbie Tedeschi or Mary Luebbert will be sending out the new password. Comments about legislation can also be made on this site.

ITAB COMMITTEE UPDATES:
1. Architecture Review Committee Update (Bob Meinhardt/Michael Elley)
   Bob reported that the committee approved documents at their last meeting and will be posting them online for review in the next week. If there are any questions, please forward them to Michael Elley. Jim Roggero encouraged everyone go to the website and review the documents.
   Domain Reports:
   - Architecture Technical Committee (Michael Elley) – No Report
   - Interface Domain Committee (Ron Thomas) – No Report
   - Information Domain Committee (Tim Haithcoat) – No Report
   - Infrastructure Domain Committee (Howard Carter) – No Report
   - Interoperability Domain Committee (Charles Williams) – No Report
   - Application Domain Committee (Pat Brooks) – Pat reported that instant messaging will be addressed at the next ARC meeting.

> ➢ Systems Management Domain Committee (TBD) – No Report
> ➢ Security Domain Committee (Lora Mellies/RD Porter) – RD reported that the Security Domain Committee is in the final process of the disposal phase product components. The OIT's office has surveyed all the agencies on the products used. The committee reviewed these products and validated eight of them. The committee asked if they should recommend all eight products or reduce down to two or three. Jim Roggero then stated the committee has always fulfilled the requirements and that agencies should also meet the requirements. This committee will continue to follow the process and take it to the ARC Committee.
> ➢ Privacy Domain Committee (Scott Willett) – Scott Willett reported that Ed Meyers should be listed as chair of this committee. The committee is also looking for any interested parties to be a part of this committee.

2. Digital Government Committee Update (Lew Davison/Ron Thomas) – Ron reported that he has not had the opportunity to speak with Dan Ross regarding this committee and would like to bring his update to the next meeting.
   Subcommittee Reports:
   > ➢ Application Development Subcommittee (Jim Roggero/Pat Brooks) – No Report
   > ➢ Credit Cards Subcommittee (Scott Peters) – No Report
   > ➢ CRM Subcommittee (Don Lloyd) – No Report
   > ➢ Digital Certificates Subcommittee (Todd Craig) – No Report
   > ➢ Digital Media Subcommittee (Jim Weber/Kay Dinolfo) – No Report

3. MOTEC Update (Tim Dwyer/Laura Mertens) – Jeff Falter reported that the usage reports have been distributed. The draft Charter has been approved by the steering committee, and will be presented for a final approval at the next ITAB meeting. The MOTEC office and training center has relocated to the new building.

4. Personnel Committee (Chris Wilkerson) – Chris had a handout on how to hire and retain staff, and then discussed the document. The handout included the proposed text for the Merit system. Please send any questions, comments, or changes to Jan Grecian within the next two weeks. Chris will then ask for a vote at the next ITAB meeting.

5. Project Management Standing Committee Update (Jim Weber/Tom Stokes) – Jim Weber stated that the committee has finished their evaluation narratives of the RFP and submitted the information to Purchasing and Finance for their final approval. Tom Stokes reported that there was a court injunction issued yesterday, dealing with minority and women's businesses in Missouri. Purchasing has now put any RFPs on hold until a final decision has been made on the injunction. The committee is also working on the white paper dealing with Project Management business objectives and is in the process of developing a cover letter. They will review it with Dan Ross and bring it to the next meeting. The committee is also looking at including some non-IT personnel on the committee.

6. Missouri Value Assessment Program - MoVAP (Paul Wright) – Paul Wright reported that the committee has discussed automation of MoVAP. The committee had originally been looking outside for this process, but due to budgetary constraints, are now looking internally. Paul and Jan Grecian will be setting up a time to visit with OA/DIS to review this in greater detail. They will bring an update to the next ITAB meeting.

COLLABORATIVE EFFORTS:
1. User Group Coordination (Jeff Falter/Debbie Tedeschi) – Jeff Falter reported that the Visual Basic group has changed their name to Missouri State Government Windows Developers Group. An email was sent out to all ITAB members with the pertinent information. If there are any questions please contact Jeff.
2. Internet/MOREnet Update (Chip Byers) – Chip reported that this committee is evaluating Ethernet bids and is very pleased with the results and the customer's responses. Unit costs for bandwidth were coming back the same for one year and three year commitments, which allows for more flexibility.
3. Network Management Consortuim Update – On hold.
4. Missouri Network Management Steering Committee (Scott Willett) – Scott reported that the January meeting was cancelled and there has not been the opportunity to formally look at the charter, maximizing use of assets. He will bring an update to the next meeting.
5. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – Gary Eggen reported the current PC purchase plan expires Monday and will be replaced with a 60 day purchase plan on February 1, 2005. The committee has reviewed the standard specifications, has made some revisions, and will be sending these out to the ITAB members this afternoon. Please submit any thoughts back to Gary by this Friday. Karen stated that Worldwide has requested to change their maintenance subcontractor, but everyone should still

be able to contact maintenance at the same phone numbers. The prepaid maintenance agreements are still pending, and Worldwide has stated that they will take care of this issue. Users are strongly encouraged not to use prepaid maintenance agreements. Karen will keep everyone informed on any updates.

6. Technology Services Update (Gail Wekenborg) - Gail reported that there has been an agreement with Sprint to do an Alpha test on seven sites using Ethernet. There will be a 90 day trial to see how well Sprint can support Ethernet in demand. Customers of the data center are reminded that the disaster recovery is planned for the end of February or first part of March.

7. MO GIS Advisory Council (Jeff Falter/Tony Spicci) – Tony reported the council is currently working on the GI Advisory Conference. If anyone is interested, the information is posted on the website. They are also working on an annual work plan that will go through July of this year. FEMA is in the process of updating flood insurance maps and has approached MU and the State to aid in this process. MU has hired a Geospace Outreach Coordinator, through grant funds, and the role of this individual will be as an outreach person.

OPEN DISCUSSION:
1. Current/Planned Bids – Gary Eggen has sent out the current IT Bids document to all of the ITAB members.
2. Cyber Security Grants – Michael Elley reported that Homeland Security funding has been secured to fulfill three components – IT Consulting, User Based Training, and Security Personnel Training.
3. Merging Technologies – Jim Roggero reported that this is an area which should be weaved into some of the ITAB's structure.
4. Function Codes – That team is being brought back together to discuss this, and Debbie Tedeschi will bring an update to the ITAB.
5. Centralizing Email - Dan Ross reported that he wants to move forward with this issue, and will begin with volunteers. Network Consolidation is the same issue.
6. Dan Ross has met with Diane Golden, of Assisting Technology, and asked her to come to an ITAB meeting in the near future. There is new hardware that she would like to present relating to disabled individuals.
7. Dan Ross offered his assistance to the ITAB and thanked those who were currently serving.

REVIEW OF ACTION ITEMS:
1. Environmental Scan – Dan Ross has asked the ITAB members to complete the Environmental Scan document and return it within two weeks.
2. Personnel Cyber Security – Send all inputs to Jan Grecian or Chris Wilkerson within the next two weeks.
3. Function Codes – Debbie Tedeschi will bring an update to the next ITAB meeting.
4. Software Audit – Should be completed and returned. Any questions should be directed to Tom Stokes.

NEXT MEETING:
1. The next ITAB Meeting is scheduled for **Wednesday, February 23, 2005 at 8:30am at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**